

**FLOOR PLAN**

4/18/02

You are responsible for verifying and accurately depicting all locations and dimensions of property lines; setback distances; and the location and width of streets, rights-of-way, and easements. The City may require additional information as needed. For preparation information, description sheet #1, the *Standards for Plans and Drawings*. If you have any questions concerning your application submittal, please visit or call the Permit Center (425-425-6864) between 8 a.m. and 4 p.m., Monday through Friday (Wednesday, 10 to 4). Our TTY number is 425-452-4636.

**For Commercial Building Permits:**

1. Give the square footage for each floor (or area to be added), including decks and garages.
2. Floor Layout: Show the arrangement of walls. Note the proposed use and dimensions of all areas. Show stairs, corridors, elevators, restrooms, and ramps.
3. Windows and Doors: Show the location and dimensions of new, removed, or replaced windows, doors, and skylights. Indicate the opening direction and size.
4. Fixture Location: Show the location of exit signs, international symbol of access, fire extinguishers, fans, vents, smoke detectors, bathroom fixtures, mechanical equipment, etc.
5. Show the location of all vertical or horizontal occupancy separations &/or area separation walls.
6. Show how access by disabled persons will be provided. Include dimensions and notes regarding maximum doorsill heights, ramp slopes, hardware type and heights of all accessory features (e.g., water fountains, telephones, directional signs, etc.).
7. When structural changes are made, plans must be stamped by a licensed Washington State architect or engineer.
8. Provide the information requested on the Energy Code Data Sheet. (Not required for Tenant Improvement permits when the exterior building envelope is not being modified.)
9. Provide a reflected ceiling plan--separate from the floor plan--for each installation of a new ceiling or alteration of an existing ceiling. The plan must specify the type of ceiling system, the material used, and the vertical and lateral support system.
10. For Tenant Improvement only: The full floor plan must show all existing tenants; the location of the tenant improvement; and all exits, including corridors leading to exits.

The Floor Plan of the tenant improvement may be included in the full floor plan. If the tenant improvement is an extension of an existing space, show which is new and which is existing and the square footage of each. Show the total square footage of the tenant space.

**OVER for Single-Family Permits, Land Use Approvals, and Design Reviews**

**For Single-Family Building Permits:**

1. Give the square footage for each floor (or area to be added), including decks and garages.
2. Floor Layout: Show the arrangement of walls. Note the proposed use and the dimensions of all areas.
3. Windows and Doors: Show the location and dimensions of new, removed, or replaced windows, doors, and skylights. Indicate the opening direction and size.
4. Fixture Location: Show the location of fans, vents, smoke detectors, bathroom fixtures, mechanical equipment, etc.
5. When structural changes are made, the Building Plans Examiner may require that plan's be stamped by a licensed Washington State architect or engineer.
6. Provide the information requested on the Energy Code Data Sheet.

**For Land Use Approvals:**

1. If commercial, show all permanent corridors, exits, elevators, lobbies, and mechanical and restroom areas. Indicate the proposed use of each space.
2. If multifamily, show the typical floor layout for each unit and building type.

**For Design Reviews:**

Preliminary Floor Plans -- Show the layout for all rooms, permanent corridors, exits, elevators, lobbies, and mechanical and restroom areas. If this is a commercial project, indicate the proposed use of each space. If this is a multifamily project, show the typical floor layout for each unit and building type.

